

District of Columbia  
Department of Energy and Environment



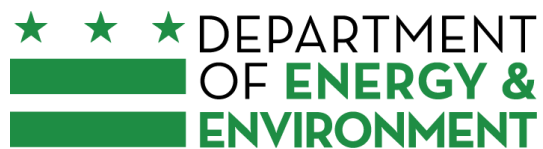
**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

Well Regulation Guidance Document  
(Short name: Well Guidance Doc)  
RFA # 2015-1509-WQD

2/05/2016

**Application deadline:** by 4:30 PM 3/25/2016

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE 5th Floor  
Washington, DC 20002  
(202) 535-2600



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The District of Columbia Department of Energy and Environment (“DOEE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to develop a supporting guidance document for the District’s draft well regulations. The following programs or offices of DOEE are administering this RFA: Water Quality Division (WQD).

### **1.2 Purpose of the Grants**

The purpose of these grants is to develop a supporting guidance document that will present detailed procedures and specifications for well construction, maintenance, and abandonment that will assist the responsible party with achieving regulatory compliance. The guidance document will provide directions for individuals and businesses that own, construct, maintain, or abandon wells in the District, and for those who seek to engage in these activities

### **1.3 Source of Funds**

The source of funds for the grant is the Chesapeake Bay Regulatory and Accountability Grant.

### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable.

### **1.5 Projects and Funds Available**

DOEE seeks applications for:

Project Number		Project Number		Project Amount
1		Well Regulation Guidance Document		\$100,000.00

## **1.6 Eligibility**

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☒-Government agencies
- ☒-Universities/educational institutions; and
- ☒-Private Enterprises.
- ☐-Schools.
- ☐-Individuals.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially skilled staff, and those staff should leave after the application’s submittal, or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing. Another example would be the loss of the organization’s nonprofit tax status.

## **1.7 Permissible Use of Grant Funds**

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

## **1.8 Grant Monitoring**

DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

## **1.9 RFA Conditions - Promises, Certifications and Assurances**

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

### **1.10 DOEE's Authority to Make Grants**

General Authority: DOEE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DOEE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

### **1.11 Conflicts Between RFA and Applicable Law**

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 2/5/2016.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading "RE: RFA 2015-1509-WQD."

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 p.m. on 3/25/2016.

An application will be dated and recorded temporarily as "received" until DOEE staff persons have reviewed it to see if it is complete. DOEE considers an application to be "filed" only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be "filed."

**What:** Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy. The contents of the Application are specified, in Section 3.

The hard copies must be filed with DOEE at the following address:

**District of Columbia Department of Energy and Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2015-1509-WQD**

Email: The electronic copy should be sent to the following email address:

[WellGuidanceDoc.WQD@dc.gov](mailto:WellGuidanceDoc.WQD@dc.gov)

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

## **2.4 Award Announcement**

DOEE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

## **2.5 Updates and Questions and Answers (Q & A)**

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DOEE Contacts. DOEE will publish updates and the Q & A regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RE: RFA 2015-1509-WQD – Add me to the email list."

DOEE will provide the same information by email at the same time the information is uploaded to the DOEE website. Hard copy updates will be available for pickup at DOEE's offices by appointment. DOEE will NOT mail out updates or Q&A materials.

The cut-off date for receipt of new questions shall be one week prior to the application deadline.

## **2.6 DOEE Contacts**

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Email** a request to [WellGuidanceDoc.WQD@dc.gov](mailto:WellGuidanceDoc.WQD@dc.gov) with RE: RFA 2015-1509-WQD" in the subject line;
- (b) **In person** by making an appointment with (call Rebecca Diehl at (202) 535-2648 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Rebecca Diehl RE: RFA 2015-1509-WQD on the outside of the letter.

### SECTION 3. APPLICATION CONTENT

#### 3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

#### 3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

#### 3.3 Proposal Content

DOEE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.



First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant's team and why the Applicant can accomplish the proposed project.

**(a) Present the summary of the project.**

After writing the proposal, and its details, the Applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

**(b) Present the project in detail.**

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

**(1) Recognize the purpose and objectives.**

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

**(2) Describe the target audience.**

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

**(3) Present the project outcomes, outputs, and activities.**

DOEE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A **project outcome** is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

**An output** is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

**Activities** are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled "Non-DOEE Match," meaning the Applicant intends to provide the indicated resources, the "match," and that the resources do not come from DOEE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the Applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See "Allowable Costs" and "Non-Allowable Costs," listed below. Please keep in mind that DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;

11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

**(c) Describe the Applicant.**

**(1) Describe the organization.**

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the Applicant can reference a website or an attached organizational brochure or resume.

**(2) Identify key personnel.**

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

**(3) Summarize past performance of DC grants/contracts.**

DOEE wants to know if an Applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be government agencies, nongovernmental organizations, companies or individuals. If a partner is involved in the project, the Applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

## **SECTION 4. Review Panel and Application Scoring**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DOEE staff. Whenever practicable each panel will have at least one person from outside of DOEE.

### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

## **SECTION 5. FILING REQUIREMENTS**

### **5.1 Documents to file as part of the proposal**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, DOEE may accept a copy of the Applicant’s request to the agency as proof of the request.

#### **(a) Certificate of Good Standing**

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

#### **(b) Promises, Certifications and Assurances Document**

Each Applicant must sign the lengthy document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to DOEE. Rather, DOEE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DOEE defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DOEE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

**(c) W-9 tax form**

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DOEE defines "current" to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DOEE for another application, or for another purpose, the Applicant may submit a copy of that document.

**(d) Tax exemption affirmation letter**

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status:** (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant's current fiscal year budget**

The Applicant must submit its full budget, including projected income, for the organization's current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

**(f) Applicant's financial statements**

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(g) Separation of duties policy**

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

**(h) If applicable, letters of support**

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DOEE has experience with four cases:

**1. District of Columbia Public Schools**

If the Applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

**2. Property Owner**

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.



### 3. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

### 4. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

#### **(i) Master Supplier Information Collection Form**

Organizations not already approved as a vendor of the District of Columbia government must complete and submit the Master Collection Form with proposal. This form is required for application submissions to be considered complete.

### **5.2 Documents to file if DOEE notifies that it will make the grant**

Each of the following documents must be filed with DOEE before DOEE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DOEE may accept a copy of the Applicant's request to the agency as proof of the request.

#### **(a) Certificate of insurance**

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DOEE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

#### **(b) Assurance of continued truth and accuracy**

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of

the grantee's promises, as an Applicant, is to advise DOEE of material changes since the filing of the application.

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Grant award administration**

The following terms and conditions apply after DOEE has made its decision to grant an award.

#### **(a) DOEE's announcement of award**

DOEE's objective is to announce grant awards by at least six (6) weeks after the application due date.

#### **(b) Grantee's reports**

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 <sup>st</sup> Q (Jan-Mar):	April 15
2 <sup>nd</sup> Q (Apr-Jun):	July 15
3 <sup>rd</sup> Q (Jul-Sep):	October 15
4 <sup>th</sup> Q (Oct-Dec):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DOEE prefers hard data, and analysis of the data.

#### **(c) Reimbursement of project expenditures**

Grantees will not be reimbursed for any work that is undertaken before DOEE awards the grant.

DOEE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DOEE may advance funds at the beginning of the grant period. If the Applicant seeks an advance payment it must make the request in its proposal, and explain the request.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices six (6) weeks after DOEE receives them.

DOEE will withhold the final ten percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Project Descriptions**

#### **Project Number**

1

#### **Project Name**

Well Regulation Guidance Document

#### **Introduction**

The mission of the Department of Energy and Environment's (DOEE's) Water Quality Division (WQD) is to restore and protect surface water and groundwater resources of the District of Columbia (District). To achieve this mission, WQD maintains groundwater quality standards, reviews permit applications, and is in the process of developing well regulations. A well is defined in § 8-103.01(26A) of the Water Pollution Control Act as any test hole, shaft, or soil excavation created by any means including, but not limited to, drilling, coring, boring, washing, driving, digging, or jetting, for purposes including, but not limited to, locating, testing, diverting, artificially recharging, or withdrawing fluids, or for the purpose of underground injection. The District's draft well regulations describe the process to apply for a well construction permit in the District. The regulations include the standards and procedures for proper well construction, including the specific components of a well, such as, the well casing, the well screen, the filter pack, grout, and the proper procedures for handling derived waste and drilling fluid.

A supporting guidance document that provides detailed procedures and specifications for well construction, maintenance, and abandonment will assist the responsible party with achieving regulatory compliance. The guidance document will provide directions for individuals and

businesses that currently own, construct, maintain, or abandon wells in the District, and for those who seek to engage in these activities. DOEE is soliciting grant applications from eligible entities through this request for application (RFA) to develop a supporting guidance document for the District's draft well regulations.

### **Project Period**

The project period is five (5) months. However, a no-cost extension may be requested if there are extenuating circumstances.

### **Project Description**

DOEE is seeking proposals to develop a supporting guidance document to compliment the draft well regulations. The ideal guidance document will include detailed procedures and specifications that will assist applicants with achieving regulatory compliance. The document should focus on well types, including, but not limited to, dewatering wells, monitoring wells, observation wells, piezometers, soil borings, industrial supply wells, irrigation water supply wells, domestic water supply wells, injection wells, recovery wells, and ground source heat pump wells. The guidance document should describe the entire life cycle of a well from installation to operation, maintenance, and abandonment. Appropriate diagrams and other visual aids must be included.

The agency expects that the recipient of the award will use the District's draft well regulations as the basis for developing the document while also considering: relevant U.S. Environmental Protection Agency (USEPA) laws, regulations, guidance and policies; similar regulations and guidance from other states; public comments on the draft well regulations; appropriate industry standards; scientific studies; and specific needs identified by DOEE.

The successful grantee should apply their expert knowledge and experience of well permitting, construction, and abandonment to create a detailed guidance document. The guidance document must include explanatory text, flow charts, diagrams, forms, and case scenarios that will pilot users through the well permit application process. All documents will be in formats compatible with DOEE databases and websites. To illustrate the level of detail desired, the following information should be included in the guidance document:

- 1) An overview of the permit application process for all types of wells for:
  - a) private-space permits that are issued through Department of Consumer and Regulatory Affairs (DCRA), and
  - b) public-space permits that are issued through District Department of Transportation (DDOT).
- 2) Steps/diagrams that explain how to complete each section of the updated well permit application forms (updated forms will be provided to the grantee at the time of the award).
- 3) A description of the well registration process for well construction on private and public space sites, registration fees, renewals, change in ownership, and previously unregistered wells.

- 4) A description of how to complete DOEE's request for information for contaminated sites, that includes:
  - a) the definition of Recognized Environmental Conditions (REC),
  - b) examples of contaminated sites,
  - c) identification of local/onsite aquifer system, and
  - d) identification of the uppermost geologic confining layer.
- 5) A description of the decontamination procedures in accordance with USEPA-approved procedures.
- 6) A diagram for the installation of permanent outer casing.
- 7) A diagram and description of how to properly handle investigation derived waste (IDW).

The award recipient should develop a guidance document which enables an applicant to comply with the District's draft well regulations, thereby protecting surface water and groundwater resources of the District.

### **Project Outputs and Deliverables**

The applicant should propose the following outputs and deliverables:

1. Agendas for and participate in a project kick-off meeting, technical meetings, and conference calls with staff identified by DOEE to discuss progress, next steps, and to invite feedback.
2. A draft guidance document for DOEE to be published for public comment and approval.
3. Revised drafts of the guidance document to be published for public comment and approval. The grantee would respond to public comments.
4. Upon DOEE's approval of the revised draft final document, the final document in the form of five hardcopy originals and an electronic version, both editable and non-editable, compatible with DOEE databases and websites.

<b>Scoring Criteria</b>	<b>Points</b>
Shows proven experience in creating guidance documents.	15
Demonstrates the applicant's knowledge and experience in well installation, operation, maintenance, abandonment, well regulation, and relevant groundwater issues in the District.	20
Exhibits good knowledge of DOEE permit review process.	15
Shows capacity to produce professional-quality technical, educational, and training materials.	15
Meets project objectives in the work plan.	15
Presents a budget appropriate for the project.	10
Justifies the funds requested as adequate and reasonable.	10

### **APPENDICES**

### **Appendix 1 – COVER SHEET**

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DOEE's website, the Applicant can download a .PDF version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

### **Appendix 2 - EXAMPLE OF GRANT BUDGET**

Please submit a budget in this format.

### **Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES ("PCA")**

Please review and sign this document, following the instructions in it.